

**State of Washington
Office of Financial Management
Accounting Division, Statewide Financial Systems**

SECURITY ADMINISTRATOR(S) FOR OFM'S FINANCIAL TOOLBOX

For information about the Financial Toolbox, visit our website at <http://swfs.ofm.wa.gov/FinancialToolbox/Reference/help.htm>.

AGENCY #: _____ AGENCY NAME: _____

The following individuals are designated as Security Administrator(s) for the Financial Toolbox. They are authorized to assign security for individuals within this agency.

___ Add	First Name: _____	Last Name: _____	
___ Delete	E-Mail: _____		
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _	
___ Add	First Name: _____	Last Name: _____	
___ Delete	E-Mail: _____		
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _	
___ Add	First Name: _____	Last Name: _____	
___ Delete	E-Mail: _____		
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _	

*The Financial Toolbox User ID must be the AFRS User ID. This is required to interface batches to AFRS. The Financial Toolbox utilizes AFRS Batch Type Security (to verify the User can input the Batch Type) by linking the Financial Toolbox User ID to the AFRS User ID.

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____	Date _____
Printed Name _____	Phone Number _____
Title _____	Mail Stop _____

APPROVAL OF NETWORK/DESKTOP ADMINISTRATOR OR DESIGNEE:

Financial Toolbox data are transmitted through the Agency's network. If there are concerns about the volume or type of data being transmitted, contact Tom Gigstead of OFM Information Services at 360.664.7759.

Signature _____	Date _____
Printed Name _____	Phone Number _____
Title _____	Mail Stop _____

Send **original** form to: *Financial Systems Security Administrator
OFM Accounting Division
PO Box 43113
Olympia, WA 98504-3113*

OFM USE ONLY: Security entered by _____	Date _____
If new agency, verify: Folder set up _____	Initiate backup GDG _____